




AVAYA 4602 IP Telephone – User's Guide

Calls

Placing Calls

- 1 – To make a call, **pick up** the **handset**.
- 2 – Dial the extension or dial "9" and the number.
- 3 – Begin to talk. The **Handset** () **icon** appears on the screen to indicate an active call.

Receiving Calls

- 1 – The **Bell** () **icon** appears on the display as the phone rings.
- 2 – Lift the **Handset** to answer the call. The **Handset** () **icon** appears on the screen to indicate that you have an active call.
- 3 – To end the call, **return** the **handset** to the phone.




Redialing a Party

To automatically redial the last number dialed

- 1 – Press the **Redial** () **button**.



One-Way Speakerphone

Lets you listen to calls without lifting the handset

- 1 – Press **Speaker** () **button**, indicator light illuminates.
- 2 – **Hang-up handset** - You are now in a listen only mode.
- 3 – Adjust speakerphone volume if necessary. To raise the volume, press the top half of the **Volume Control** () **button**; to lower the volume, press the bottom half of the **Volume Control** () **button**.
- 4 – To change from listen only mode, **lift handset** and talk.
- 5 – To end call, **hang-up** the **handset**.



Mute Call

To prevent the other person on the call from hearing you

- 1 – Press **Mute** () **button**.
- 2 – Press **Mute** () **button** again to resume talking with the other person.

Transfer



To send the present call to another extension

- 1 – While on a call, press **Transfer** () **button**.
- 2 – Dial the number to which the call is to be transferred. (If you do not want to announce the call, go to step 3. If you wish to wait for an answer and announce the call, stay on the line, announce the call and then go to step 3.)
- 3 – Press **Transfer** () **button** again.
- 4 – **Hang-up** handset.




Note: If the line is busy or no one answers, return to the held call by pressing the line/feature button on which the call originated.

Conference

To add another party to an existing call (for a total of six parties):

- 1 – Press the **Conference** () **button**.
- 2 – **Dial** the **number** of the new party and wait for an answer.
- 3 – Press **Conference** () **button** again to add the new person.
- 4 – Repeat **Steps 1 through 3** for additional conference connections.

To add a call you have put on hold to another call you are connected to

- 1 – Press the **Conference** () **button**.
- 2 – Press the **Line/Feature** () **button** of the call on hold (first call).
- 3 – Press the **Conference** () **button** again.

To drop the last person added to the conference call

- 1 – Press the **Drop** () **button**.

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Call Forwarding All Calls

To temporarily redirect all calls to an extension of your choice



- 1 – Press **Transfer** button and dial the Call Forward access code ***2**.
- 2 – **Dial extension** where calls will be sent and **Hang-up**.

To cancel Call Forwarding

- 1 – Dial the **Call Forward** cancel code **#6** and **Hang-up**.



Personal Ringing Options

To select a personalized ringing pattern

- 1 – With the telephone on hook, press the **Conference** () **button**. The current ringing pattern will sound.
- 2 – Repeat **Step 1** to cycle through each of the eight ring patterns.
- 3 – To save a ringing pattern as it plays, **do not** continue to press the **Conference** () **button** for at least seven seconds.

Call Park

To park a call at your extension (for retrieval at any extension)

- 1 – Press the **Transfer** () **button**.
- 2 – Dial the Call Park code ***4**.
- 3 – Press **Transfer** () **button** again.
- 4 – Hang-up.

To retrieve a parked call from another extension

- 1 – Pick up the **handset**.
- 2 – Dial the **Answer Back** code **#4**.
- 3 – Dial the **extension** where the call is parked.

Call Pickup

To answer a call placed to any member of your pickup group

- 1 – Dial the **Call Pickup** code ***7**.